

1. Call to Order - Tyler Crook, Chair
 - A. Confirm this meeting is being recorded and will be made available on the Library YouTube channel
 - B. Attendance: When called on by the Chair, please state "here" for the record:
 - a. Tyler Crook, Chair - Present
 - b. Kepola Napoleon, Co-Chair – Present
 - c. Emily Sims - Present
 - d. Cris Darr - Present
 - e. Rebecca Rice *WELCOME! - Present
 - f. Lainie Sowell *WELCOME! - Present
 - g. Robyn Onstot, Willamina School District - Present
 - h. Mayor Vickie Hernandez, City Council Liaison - Present
 - i. Sarah Frost, Library Director - Present
 - j. Richard Guscott, Library Clerk - Present
 - k. Karla Johnson, Library Assistant - Present
 - l. GUEST: Mike Gass, Willamina Superintendent - Present
 - m. GUEST: Dr Jesse Watson, Sheridan-All Prep Academy Director - Present
 - n. GUEST: Bridget Meneley, City Manager - Present
 - C. Additions, Questions, or Changes to the Agenda –
 - D. Approval of Meeting Minutes
 - a. June 18, 2024
(A formal motion to approve minutes of a previously held meeting is usually not necessary; approval can be handled by unanimous consent. The Chair should ask: "Are there any corrections to the minutes?" After all corrections have been offered, the Chair then asks: "Are there any further corrections?" If none are offered, then the Chair states: "There being no further corrections, the minutes stand approved as read [or as corrected]." – Accepted with no corrections

2. Presentation: Mike Gass, Willamina School District – Educator in Colorado until the pandemic started, then he returned and worked as a principal at an elementary school on the coast, returned to Colorado briefly before returning to Willamina with the aim of becoming the district superintendent. His primary focus alongside his staff has been to get attendance back on track. This is the first kinder group that has felt ready for school since post-pandemic. Looking for engaging classes and opportunities to build relationships within the community. Middle school has successfully implemented a "no cell phone on school grounds" policy. October 10th is the Bulldog Bash, and the library will be there to represent and look for collaboration opportunities! Thank you so much for joining us, Mike!

Presentation: Teen Internships Summer 2024 – This summer we were lucky enough to hire four fantastic students from our community. Two of the interns graduated from WHS, one from Sheridan High, and the last from Sheridan All-Prep Academy. Our interns became fast friends and worked fantastically as a team, with a great sense of humor. More information,

including about their shared learning projects.

Presentation: Circulation Desk Dedication – Jeff Johnson – In loving memory of a man who was dedicated to his wife, his kids, and his community. We are so grateful for the time and effort the Johnson family has put into the library. The plaque reads:

"Children should be surrounded by things that make them feel good about themselves and their town." – Jeff Johnson

It's our hope that we can continue to fulfill his legacy every day when we serve our youngest community members.

3. Reports:

A. Library Director Report - Sarah Frost

-Summer 2024 Report, New Hours, Grants, Staffing, Annual State Report, Programming, Food Drive.

June Patron Visits: **85**

Programs Held: **20**

Attendance: **332**

July Patron: Visits: **1113**

Programs Held: **22**

Attendance: **549**

August Patron Visits: **708**

Programs Held: **18**

Attendance: **474**

Total Youth Meals served: **616**

Circulation: **1554**

Holds Pulled: **888**

Volunteer Hours: **23+ hours**

New Hours starting September 30th:

11am-3PM Monday

11am-5PM Tuesday

CLOSED Wednesday

11am-5PM Thursday

11am-5PM Friday

11am-3PM Saturday

CLOSED Thursday

CLOSED Federally recognized holidays.

Grants – Sarah is currently working to finish her write-ups for R2R, Oregon Humanities, and State Library Internship grants. YCC is giving us \$2500 so we can hire someone to assist with building our early reader curriculum. Meaningful material that we can work

with, whether that be staff or volunteers, and the ability to execute it consistently. 99GAL awarded the library a grant of \$1000 to help build our Native American literature collection. We are officially done working on grants for the year of 2024, we will start looking again at the start of 2025!

Staffing – Karla is going to start reducing her hours so we can train her replacement. Over the next couple of months, we will begin recruiting for that position so we can get their training rolling by January. Thank you for everything Karla, we are so blessed to have someone as dedicated, intelligent, and kind as you!

Sarah is currently working on the annual state report. We are taking a programming break but will be back in October. The Chamber of Commerce has donated \$500 to the food drive we are running to fill our pantry again! Our 501c3 is accepting both food and financial donations as well. Next year we will have to do something themed around “Hobbits Against Hunger” if possible!

September is Banned Book Week, Karla builds a display and has information at the circulation desk every year. Oregon is not immune to banned book challenges, and being able to defend literature is a highly sought-after skill. Come check out what all the buzz about and grab yourself a pin for good measure!

Chromebooks will be up and running soon, we will have more information soon. Be on the look-out for coding opportunities, Minecraft, Foundry VTT, and more! We are serving our community's tech needs the best we can, and we are hoping that we can provide these to our students who don't readily have access to it. They will not be able to leave the library, but we will have them to use for school projects and other activities.

Sarah has been at the library for 8 years now, absolutely wild and heartfelt congratulations! Yea a good cap'n, we really appreciate ye! She and Bridget are looking forward to the library board's feedback.

WSD Family Meeting Night, Bilingual Families, September 20th - We will be there handing out bilingual library applications, Encanto comics, and a copy of our Espanol collection for families to peruse!

Library Board Member Reports

- a. Tyler Crook – Chair – Nothing to report, see you all in a month, Space Cowboys!
- b. Kepola Napoleon – LOL – We have so much stuff going on right now, y'all. A new bike rack for the library have been purchased, we have a hygiene support drive (and have been blown away by community support and donations, thank you!) that has been a real boon to our community members in need. We have a Fundraising Committee meeting this Sunday, September 21st, where we will be choosing our murder mystery program. NNO was a huge success, we sold

cookies and made \$108 that night! We also handed out several blue bottle drop bags. We have 30 Official Friends.

- c. Robyn Onstot - WSD Liaison – School started at the end of August and they have had a lot of students checking out material. They have also started building a Spanish collection. Cheynne from the CTGR has been assisting with weeding materials from the Native American section that was in need of updating. They feel like they have a fresh start thanks to the donations they've been receiving for both collections!
 - d. Other: Please keep reports to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda
4. Continued Business:
- A. Photography and Video Recording Policy review/edits *October Work Session*
 - B. Security Camera Policy review/edits *October Work Session*
 - C. Building Occupancy Compliance – Sarah Frost – Paperwork is at Yamhill County for a permit. Now we play the waiting game for roughly 30-90 days.
5. New Business:
- A. Welcome to the Board Year – Sarah Frost – The Binder Era
Sarah reviewed board member binders and record retention guidelines. There is a Public Meeting Law training/webinar on Zoom October 8th, 2-4:30pm. Board members are invited to participate.
 - B. October Policy Work Session – Sarah Frost – Tyler, Kepola and Rebecca will be meeting on October 15th at 5:00PM, the vote for finalized policies will take place in November or December.
6. Future Business / Placeholders (2024-2025 Board Year):
- A. Computer Use / Internet Use / WIFI Use policy
 - B. Code of Conduct Policy
 - C. Collection Development Policy
7. Public Input:
- Please keep public input to 3 minutes. Items needing discussion or decisions should be added to the Regular Agenda.
8. Calendar:
- A. New Hours begin Sept 30
 - B. Policy Work Session – October 15, 5:00 PM
 - C. Trunk-or-Treat 2024 – No Library, but Richy is working on a display for the city!

This meeting was made available via Zoom:

[You Tube Recording](#)

Willamina Library Board**September 17, 2024****Minutes prepared by Richard Guscott**

NAME	Appointment	Current Term Start	Term End	Current Term
Cris Darr	Partial 2024	September 2021	September 2025	partial
Tyler Crook	Full 2021	September 2021	September 2025	1st
Kepola Napoleon	Partial 2019	September 2021	September 2025	1st
Emily Sims	Full 2021	September 2021	September 2025	1st
Willamina School District	Partial 2021	September 2022	September 2026	Ongoing
Rebecca Rice	Full 2024	September 2024	September 2028	1 st
Lainie Sowell	Full 2024	September 2024	September 2028	1 st